



dotGrants 2.0

New External User Registration Guide

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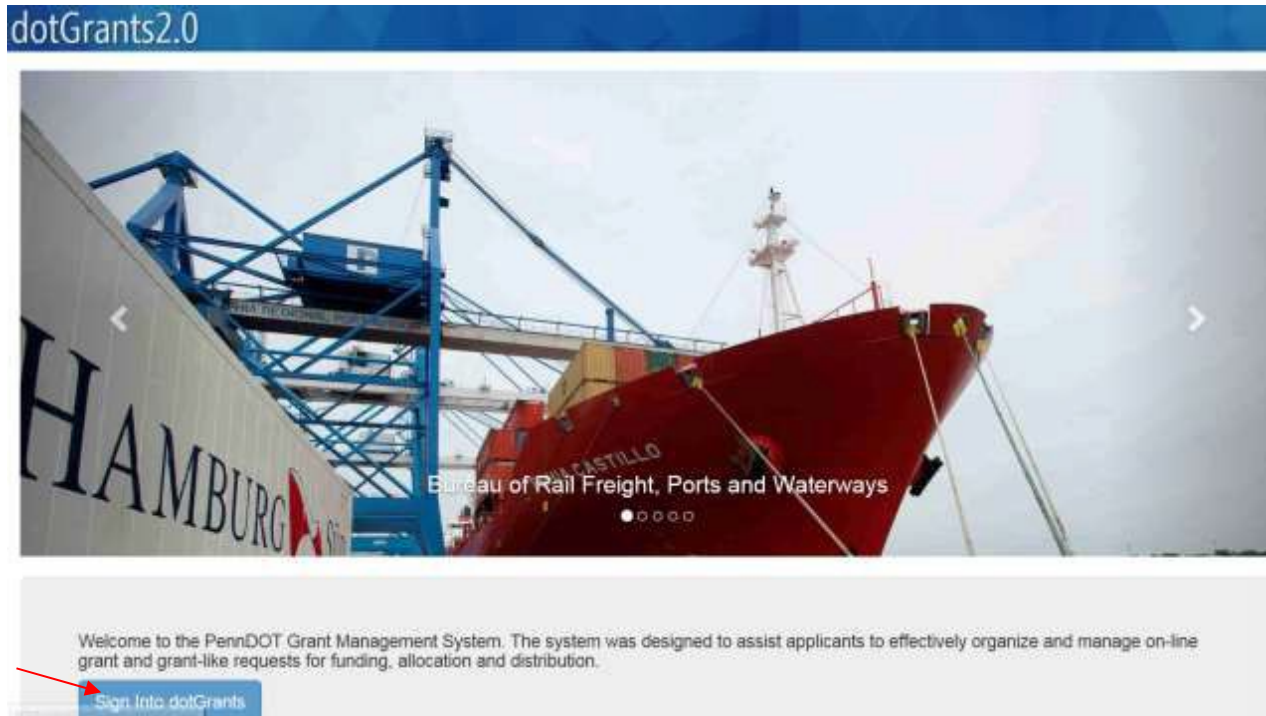
Please refer to the below table as the help text in dotGrants 2.0 application.

#	Description	Detail
1.	Help Desk Information	If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.
2.	Pre-registered User Guide	Pre-registered users login guide
3.	New Organization Registration	Refer to the New Organization Registration section in the document
4.	New External Users Registration in a New Organization Registration	Refer to the New External User in a New Organization section in the document. By following the steps listed in the document Business Partner can setup the following: a) Set New Password
5.	New External Users Registration in an Existing Organization Registration	Refer to the New External User Registration Process in an Existing Organization section in the document. Follow the steps mentioned in this document below. By following the steps listed in the document Business Partner can setup the following: a) Set New Password
6.	Forgot Password	Refer to the Forgot Password section in the document. This will allow Business Partners to utilize functions including self-service feature Forgot Password that will be introduced for the dotGrants application
7.	Email Address Update	Refer to the Email Address Update section in the document to update the email address
8.	Forgot User ID	Refer to the Forgot User ID section in the document. This will allow Business Partners to utilize functions including self-service features Forgot User ID that will be introduced for the dotGrants application
9.	Existing external user requesting dotGrants Access	Refer to Existing external user requesting dotGrants Access . This allows users with business partner account to request access to dotGrants.

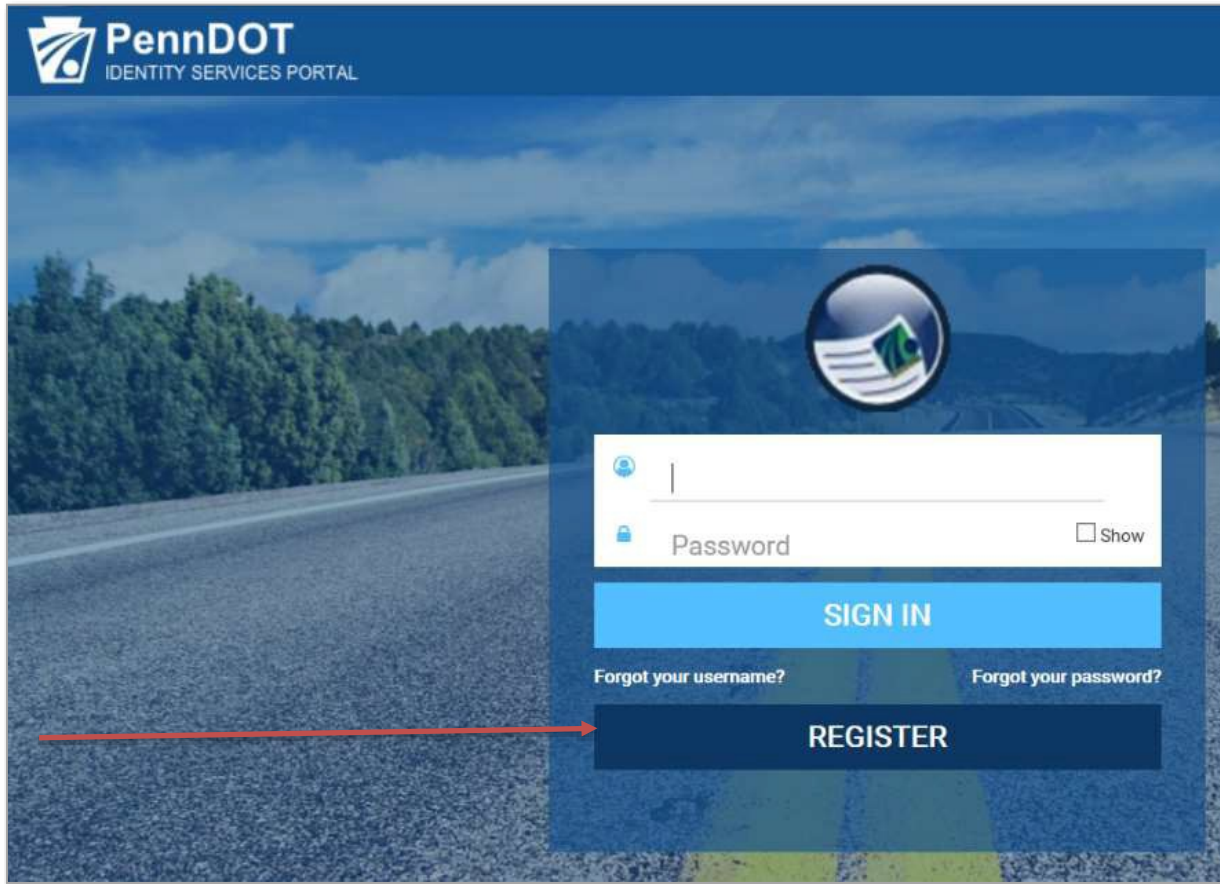
1. New Organization Registration

To register a new organization, click on Sign Into dotGrants in dotGrants application.

<https://dotgrants.penndot.gov/dotGrants/Welcome/>



Click on the Register box.



Select Business Partner under “What type of user are you?” option.



After entering the new organizational details under Organizational Information section, the system displays the message to register the new Business Partner Organization. Click on the link “Click here to register Business Partner Organization.”

Enterprise Business Partner Registration for dotGrants: Organization Information

The FEIN entered is either incorrect or not registered. If not registered, please click the link provided at the bottom of the page to register the Business Partner Organization.

1 Organization Information 2 User Profile Information 3 Access Selection

* = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

[Request Access](#)

Are you a Rail Freight Guest User? [Click Here](#)

New users, please provide your Organization Information to get started.

* Organization Name <input type="text" value="brg"/>	* Federal Employer Identification Number(FEIN) <input type="text" value="890980989"/> <small>What is FEIN? Click Here</small>
* Organization City <input type="text" value="Mechanicsburg"/>	* Organization Zip Code <input type="text" value="12345"/>

[Click here to register Business Partner Organization.](#)

[NEXT](#) [CANCEL](#)

The first person in a new organization will be Delegated Administrator (DA) for the organization. *DA is the person who will manage the users for the organization.*

Enter the new organization and person details and click NEXT.

- 1 Organization Information
- 2 Data Release Agreement

• = Required

Organization Details

• Organization Name

Please use the complete name of the organization/company.

• Federal Employer Identification Number(FEIN)

Organization Description

Remaining Characters: 500

Legal Address

• Street Address 1

Street Address 2

• City

• State

• Zip Code

Contact Person Information

• First Name

• Last Name

• Email Address

• Primary Phone

Brief Explanation

• Brief explanation

Remaining Characters: 456

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.



Click on the checkbox, enter the Full Name in the Data Release Agreement section and click Finish.



New Organization receives an email notification saying their request is currently under review.



New organization receives an approval email notification after PennDOT Bureau System Administrator approves their request.

Request Approved: Enterprise Organization for Commonwealth of Pennsylvania

✕ DELETE ← REPLY ← REPLY ALL → FORWARD ☰



DONOTREPLY@pa.gov
Wed 12/4/2019 3:24 AM

Mark as unread

To: pdtstesech;

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Congratulations!

Your Organization Request for **UnitedStat7152** has been approved.

What happens next? Now that your organization is approved, please go back to the registration link to create a new Business Partner account for yourself.

Please follow these steps to register:

1) Copy and paste the link below into your browser.

<https://idservicessyst.pennidot.gov/iam/im/BusinessPartnersPub/pd/index.jsp?task.tag=PDUserSelfRegistrationdotGrants&application=PD-dotGrants&flag=false>

2) Enter your Organization name and FEIN and click NEXT.

3) Enter your Profile Information and click NEXT.

4) Choose your role type and then click SUBMIT.

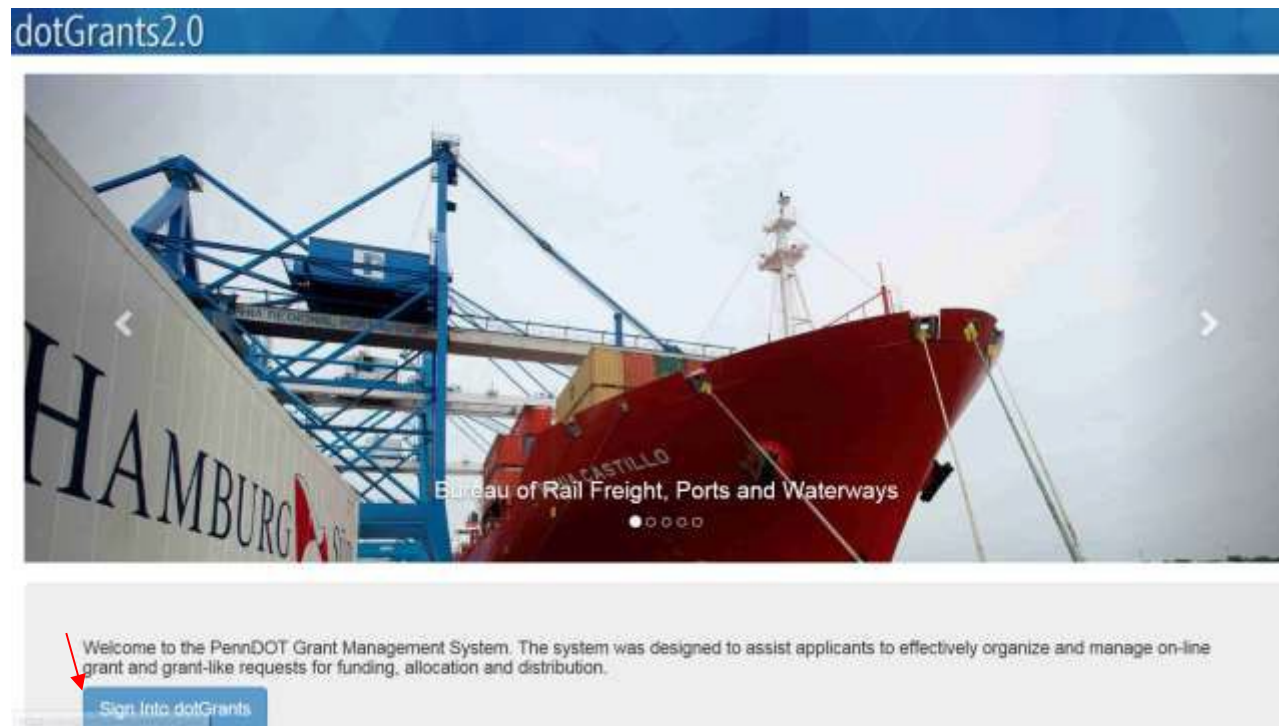
5) The request will be submitted to an administrator for approval. Upon approval, you will receive an email with your new credentials.

Questions? For information on registration, please contact the PennDOT IT Service Desk at (855)-783-8330

2. New External User in a New Organization

New user clicks on Sign Into dotGrants in dotGrants application.

<https://dotgrants.penndot.gov/dotGrants/Welcome/>



New user clicks on Register box.



User selects Business Partner under “What type of user are you?” option.



New user enters the existing organizational details under Organizational Information section and clicks NEXT.

Enterprise Business Partner Registration for dotGrants: Organization Information

1 Organization Information 2 User Profile Information 3 Access Selection

*** = Required**

Business Partner Registration: Organization Identification


Do you already have a Business Partner ID (b-)?

[Request Access](#)

Are you a Rail Freight Guest User? [Click Here](#)

New users, please provide your Organization Information to get started.

* Organization Name <input type="text" value="org"/>	* Federal Employer Identification Number(FEIN) <input type="text" value="890980989"/> <small>What is FEIN? Click Here</small>
* Organization City <input type="text" value="Mechanicsburg"/>	* Organization Zip Code <input type="text" value="12345"/>



New User Registration – User Profile Information

Enter the required fields under user profile information, pick all security questions, check the user release agreement, enter the Legal Full Name, and click NEXT.

Enterprise Business Partner Registration for dotGrants: User Profile Information

1 Organization Information **2 User Profile Information** 3 Access Selection

• = Required

User Profile Information

• First Name <input type="text" value="John"/>	• Last Name <input type="text" value="WALKER"/>
• Email Address <input type="text" value="pdtstesecc1@pa.gov"/>	• Confirm Email Address <input type="text" value="pdtstesecc1@pa.gov"/>
• Phone Number <input type="text" value="111-111-1111"/>	

Security Questions

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

• Security Question 1 <input type="text" value="What is the first line of your favorite song or po"/>	Answer <input type="text" value="pomes"/>
• Security Question 2 <input type="text" value="What was your favorite childhood toy?"/>	Answer <input type="text" value="toys"/>
• Security Question 3 <input type="text" value="What was the name of your childhood pet?"/>	Answer <input type="text" value="pets"/>

User Release Agreement

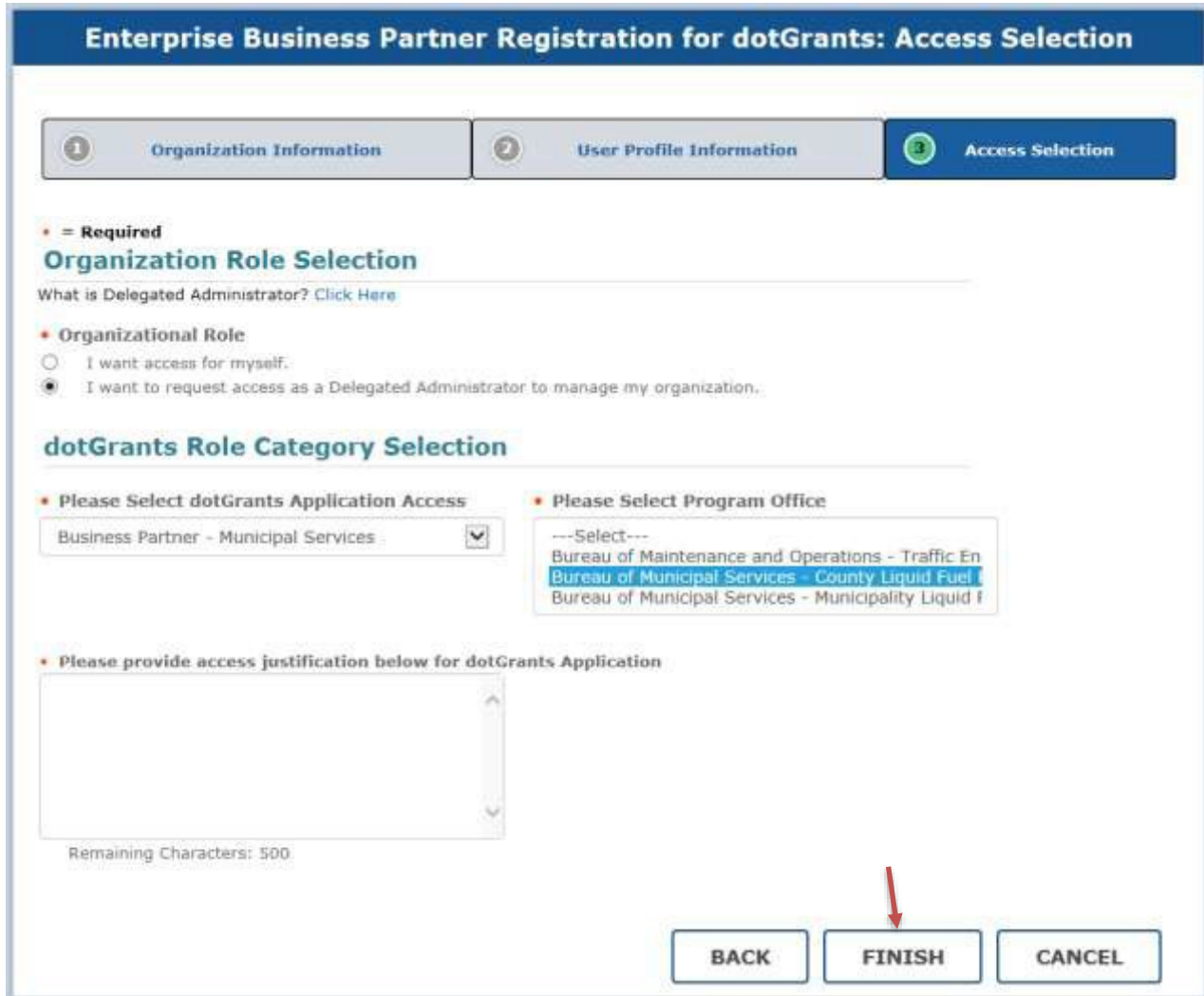
I understand and agree with the Commonwealth of Pennsylvania [User Release Agreement](#)
I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

• Legal Full Name

What is e-signature? [Click Here](#)

New User Registration – Access Selection

New user selects “I want to request access as a delegated administrator to manage my organization” under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.



Enterprise Business Partner Registration for dotGrants: Access Selection

1 Organization Information 2 User Profile Information 3 Access Selection

Required

Organization Role Selection

What is Delegated Administrator? [Click Here](#)

Organizational Role

I want access for myself.

I want to request access as a Delegated Administrator to manage my organization.

dotGrants Role Category Selection

Please Select dotGrants Application Access

Business Partner - Municipal Services

Please Select Program Office

---Select---

Bureau of Maintenance and Operations - Traffic En

Bureau of Municipal Services - County Liquid Fuel

Bureau of Municipal Services - Municipality Liquid F

Please provide access justification below for dotGrants Application

Remaining Characters: 500

BACK **FINISH** **CANCEL**

New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently under review.

Request under review for access to dotGrants

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



DONOTREPLY@pa.gov
Wed 12/11/2019 1:40 PM

Mark as unread

To: pdtstesech;

• You forwarded this message on 12/11/2019 1:42 PM.

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

What happens next? Once reviewed, you will receive an email notifying you of your access status.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

New User Registration – User Receives Emails on Approval

PennDOT Bureau System Administrator receives an email saying a user access request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

Note: New User is advised to wait for a follow-up e-mail from dotgrantsAdmin@pa.gov before logging into dotGrants application.

The first email contains a user name.

Request Approved: Enterprise Business Partner Registration for dotGrants

✕ DELETE ← REPLY ← REPLY ALL → FORWARD ⋮



DONOTREPLY@pa.gov
Wed 12/11/2019 2:07 PM

Mark as unread

To: pdtstesech;

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Business Partner ID (B-) is: **b-heathergra**.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

The second email contains a temporary password.

Business Partners Account Information

✕ DELETE ← REPLY ← REPLY ALL → FORWARD ⋮



DONOTREPLY@pa.gov
Wed 12/11/2019 2:03 PM

Mark as unread

To: pdtstesech;

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account:

Your Temporary Password for dotGrants is **c?%0mTIR6W**

Please note that this temporary password will expire in 96 hours. If you log in after 96 hours, you will have to use the "forgot password" process to obtain another temporary password.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.

New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user

⤴ REPLY ⤴ REPLY ALL ⤵ FORWARD ⋮



dotGrantsAdmin@pa.gov
Mon 12/16/2019 8:03 AM

Mark as unread

To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your contact information transferred to your user profile correctly.

New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.



The system asks the user to setup a new password. User will enter the new password, confirm the new password, and click FINISH.

Setup Security Profile and Password: Set Password

Please change your current password before continuing.

1 Set Password

Set Password

Please fill in all available fields on this page to ensure that your profile is complete and secure.

Three out of four character sets

- 1. Lowercase character
- 2. Uppercase character
- 3. Special character
- 4. Number

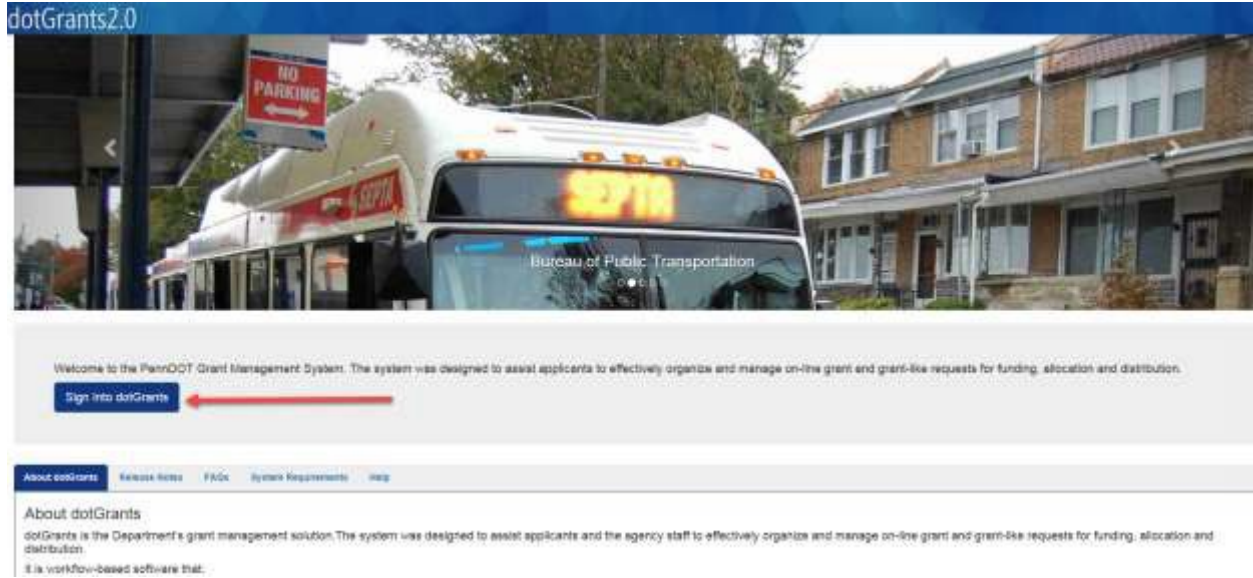
- Eight(8) character minimum
- Cannot contain space character
- Cannot contain your first or last name
- Cannot contain your userid

New Password

Confirm New Password

New User Logs into dotGrants Application

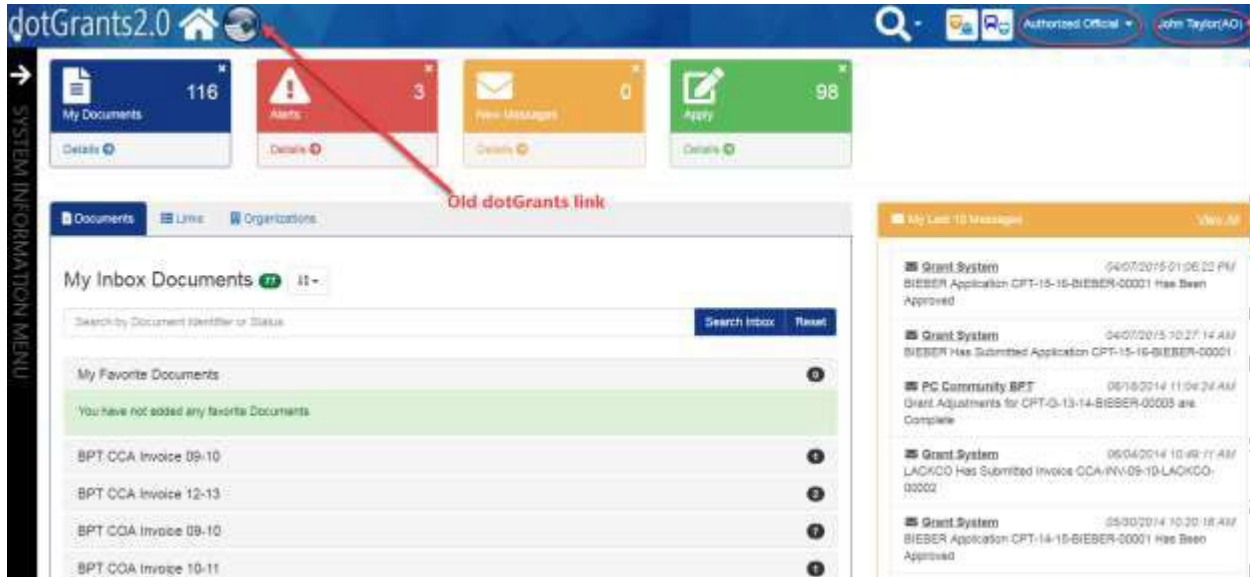
User can sign in to the dotGrants application by clicking on Sign Into dotGrants.



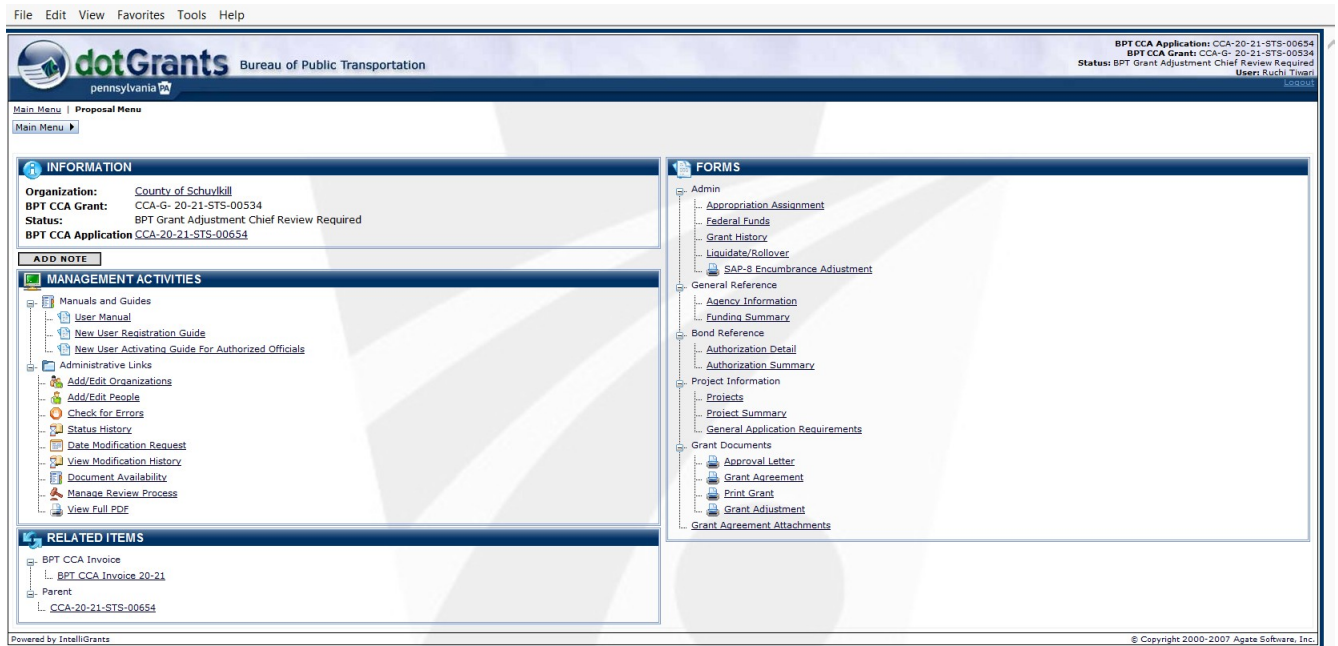
User can sign in to dotGrants application using user name and new password.



The system displays the new dotGrants home page.



User can navigate to the old dotGrants system by clicking on Globe (shown in screenshot above), next to Home icon.



3. New External User Registration Process in an Existing Organization

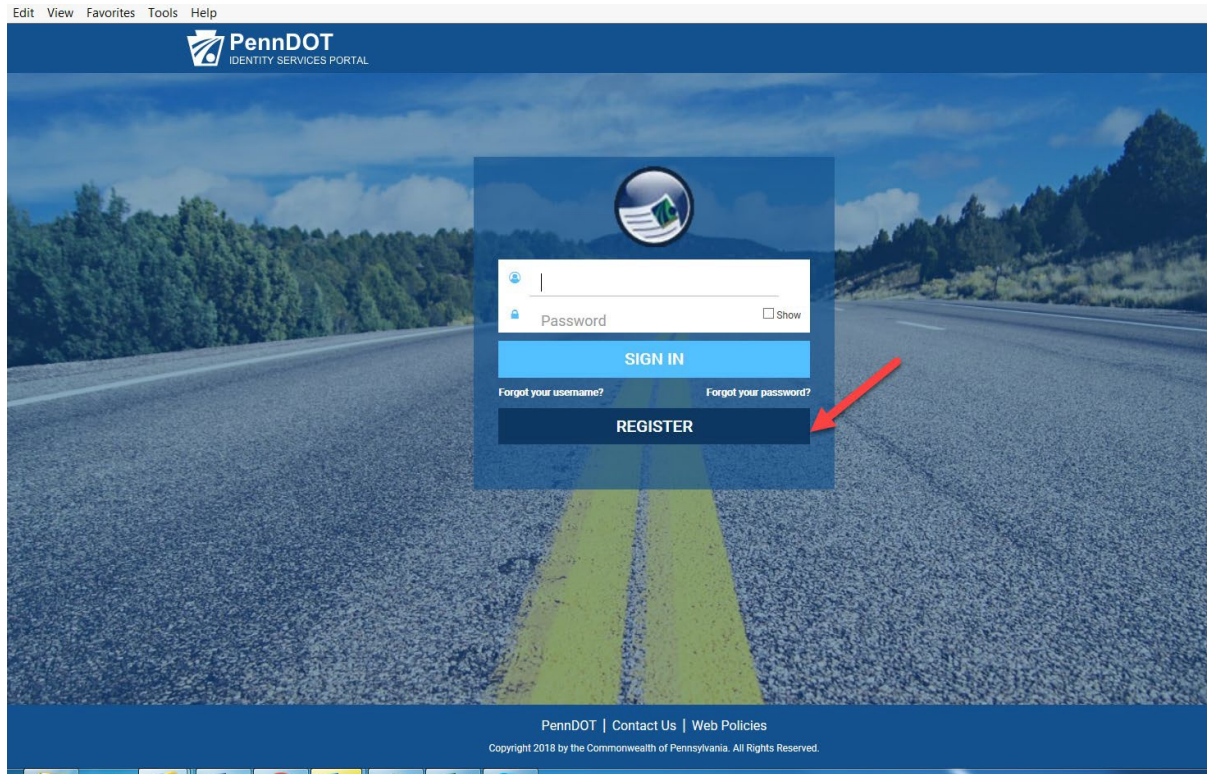
New user clicks on Sign into dotGrants in dotGrants application.

<https://dotgrants.penndot.gov/dotGrants/Welcome/>

Note: Organization Role “I want access for myself” option is ONLY valid for Bureau of Aviation, Bureau of Rail Freight, and Bureau of Public Transportation (if applicable). All other users should select “I want to request as a Delegated Administrator to manage my organization.”



New user clicks on Register box.



User selects Business Partner under “What type of user are you?” option.



New user enters the existing organizational details under Organizational Information section and clicks NEXT.

Enterprise Business Partner Registration for dotGrants: Organization Information

1 Organization Information 2 User Profile Information 3 Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

[Request Access](#)

Are you a Rail Freight Guest User? [Click Here](#)

New users, please provide your Organization Information to get started.

- Organization Name**
- Federal Employer Identification Number(FEIN)**

What is FEIN? [Click Here](#)
- Organization City**
- Organization Zip Code**

[NEXT](#) [CANCEL](#)

New User Registration – User Profile Information

New User enters all required information under User Profile Information section, picks all security questions. User checks User release agreement, enters the Legal Full Name, and clicks NEXT.

Enterprise Business Partner Registration for dotGrants: User Profile Information

1 Organization Information	2 User Profile Information	3 Access Selection
----------------------------	-----------------------------------	--------------------

• = Required

User Profile Information

• First Name

John

• Last Name

WALKER

• Email Address

pdtstesecc1@pa.gov

• Confirm Email Address

pdtstesecc1@pa.gov

• Phone Number

111-111-1111

Security Questions

Pick 3 Questions that only you will be able to answer. If you forget your password, we'll ask you these questions to verify your identity.

• Security Question 1

What is the first line of your favorite song or po

Answer

pomes

• Security Question 2

What was your favorite childhood toy?

Answer

toys

• Security Question 3

What was the name of your childhood pet?

Answer

pets

User Release Agreement I understand and agree with the Commonwealth of Pennsylvania [User Release Agreement](#)

I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the User Release Agreement (Management Directive) above and the rights and responsibilities and agree to these terms as stated.

• Legal Full Name

John WALKER

What is e-signature? [Click Here](#)

BACK

NEXT

CANCEL

New User Registration – Access Selection

New user selects “I want access for myself” or “I want to request access as a Delegated Administrator to manage my organization” under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.

Enterprise Business Partner Registration for dotGrants: Access Selection

1 Organization Information 2 User Profile Information 3 Access Selection

Required

Organization Role Selection

What is Delegated Administrator? [Click Here](#)

Organizational Role

I want access for myself.
 I want to request access as a Delegated Administrator to manage my organization.

dotGrants Role Category Selection

Please Select dotGrants Application Access

Business Partner - Grantee

Please Select Program Office

---Select---
Bureau of Aviation
Bureau of Maintenance and Operations - Highway
Bureau of Maintenance and Operations - Traffic

Please provide access justification below for dotGrants Application

Remaining Characters: 500

New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently under review.

Request under review for access to dotGrants

 DELETE  REPLY  REPLY ALL  FORWARD 



DONOTREPLY@pa.gov
Wed 12/11/2019 1:40 PM

Mark as unread

To: pdtstesech;

You forwarded this message on 12/11/2019 1:42 PM.

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

What happens next? Once reviewed, you will receive an email notifying you of your access status.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

New User Registration – User Receives Emails on Approval

Delegated Administrator receives an email notification saying a new request has been submitted. Delegated Administrator reviews the user information and clicks APPROVE.

Note: Delegated Administrator should only approve users that they recognize.

After Delegated Administrator's approval, PennDOT Bureau System Administrator receives an email saying a request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

Note: New User is advised to wait for a follow-up e-mail from dotgrantsAdmin@pa.gov before they log into dotGrants application.

The first email contains a user name.

Request Approved: Enterprise Business Partner Registration for dotGrants

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



DONOTREPLY@pa.gov
Wed 12/11/2019 2:07 PM

Mark as unread

To: pdtstesech;

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Business Partner ID (B-) is: **b-heathergra**.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

The second email contains a temporary password.

Business Partners Account Information

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



DONOTREPLY@pa.gov
Wed 12/11/2019 2:03 PM

Mark as unread

To: pdtstesech;

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Temporary Password for dotGrants is **c?%0mTIR6W**.

Please note that this temporary password will expire in 96 hours. If you log in after 96 hours, you will have to use the "forgot password" process to obtain another temporary password.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.

New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user

⤵ REPLY ⬅ REPLY ALL ➡ FORWARD ⋮



dotGrantsAdmin@pa.gov
Mon 12/16/2019 8:03 AM

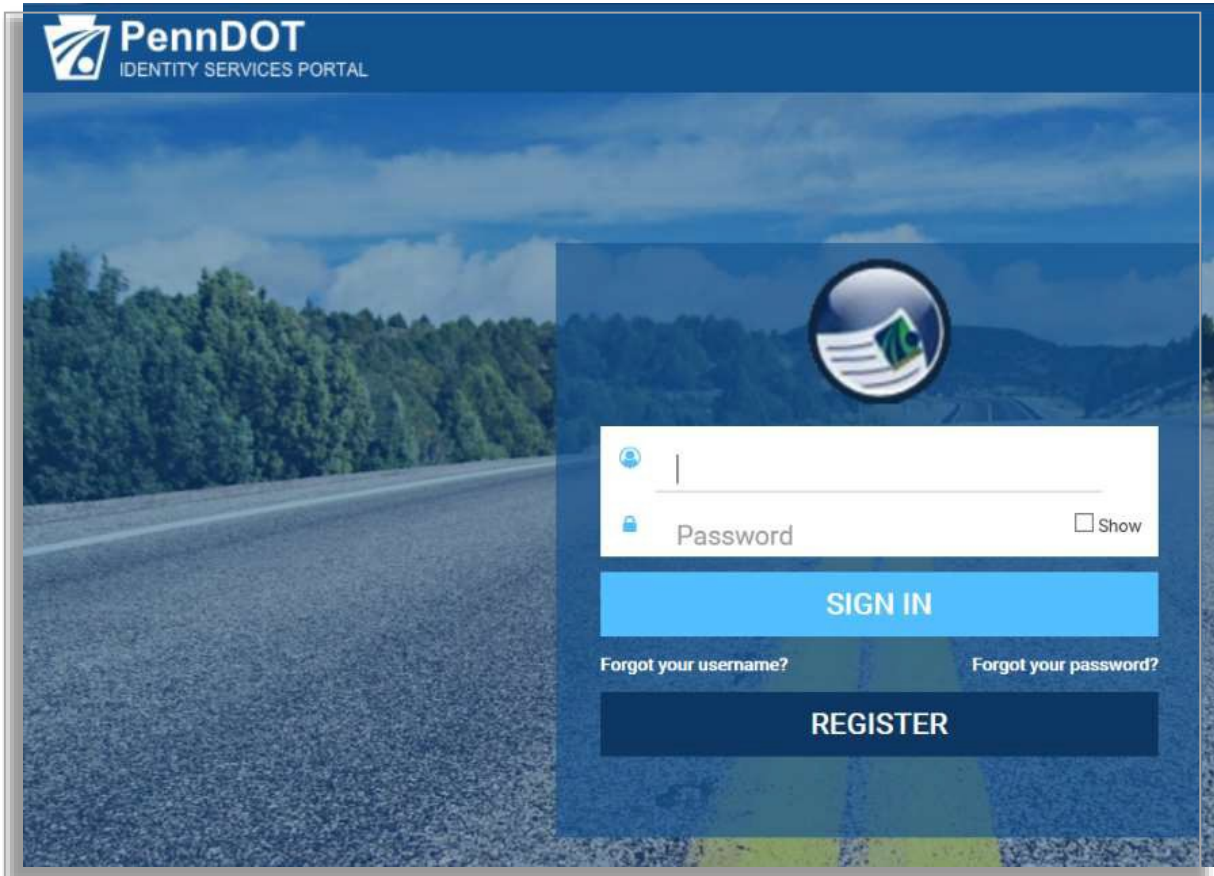
Mark as unread

To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your **contact** information transferred to **your user profile** correctly.

New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.



The system asks the user to setup a new password. User enters the new password, confirms the new password, and click FINISH.

Setup Security Profile and Password: Set Password

Please change your current password before continuing.

1 Set Password

Set Password

Please fill in all available fields on this page to ensure that your profile is complete and secure.

Three out of four character sets

1. Lowercase character
2. Uppercase character
3. Special character
4. Number

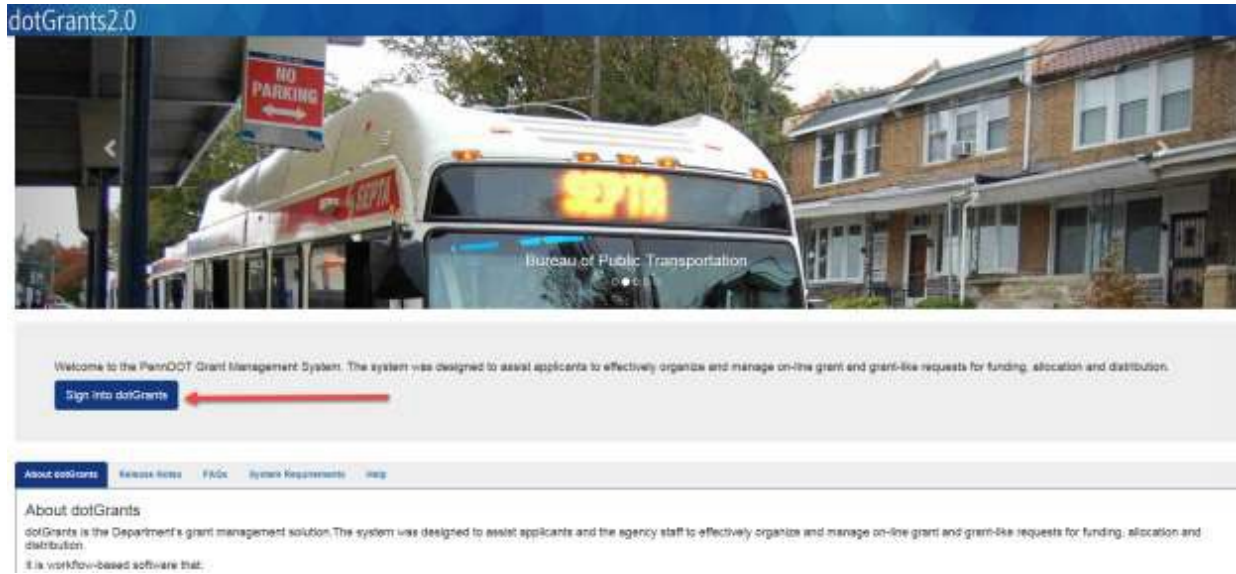
-Eight(8) character minimum
-Cannot contain space character
-Cannot contain your first or last name
-Cannot contain your userid

New Password

Confirm New Password

New User Logs into dotGrants Application

User can log into dotGrants application by clicking on Sign Into dotGrants.



dotGrants2.0

Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

[Sign into dotGrants](#)

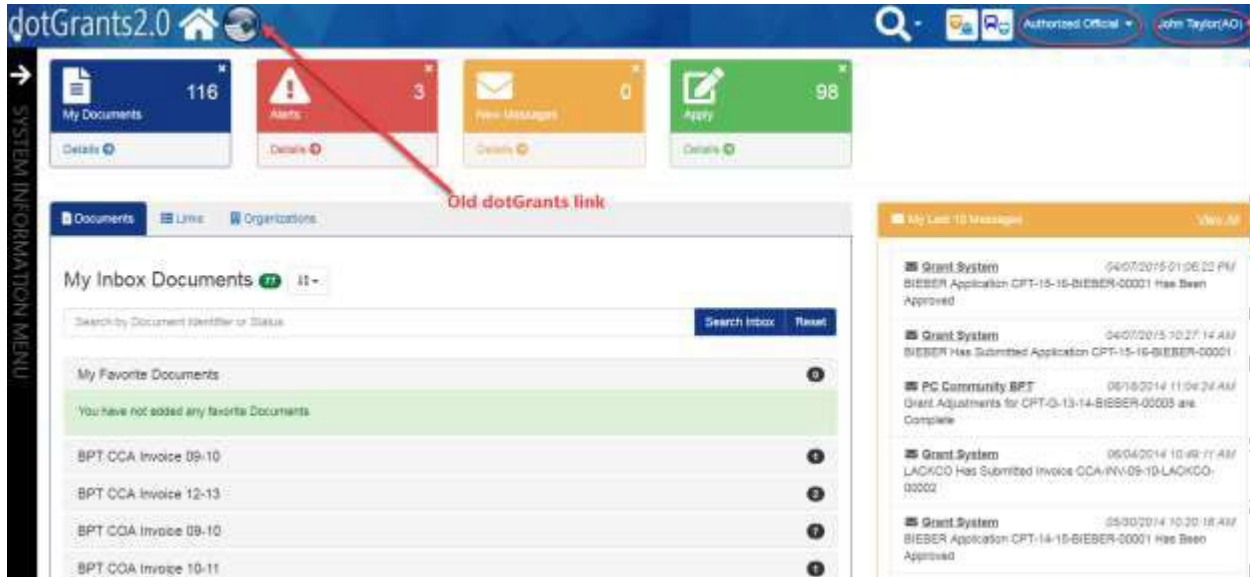
[About dotGrants](#) [Release Notes](#) [FAQs](#) [System Requirements](#) [Help](#)

About dotGrants
dotGrants is the Department's grant management solution. The system was designed to assist applicants and the agency staff to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.
It is a workflow-based software that:

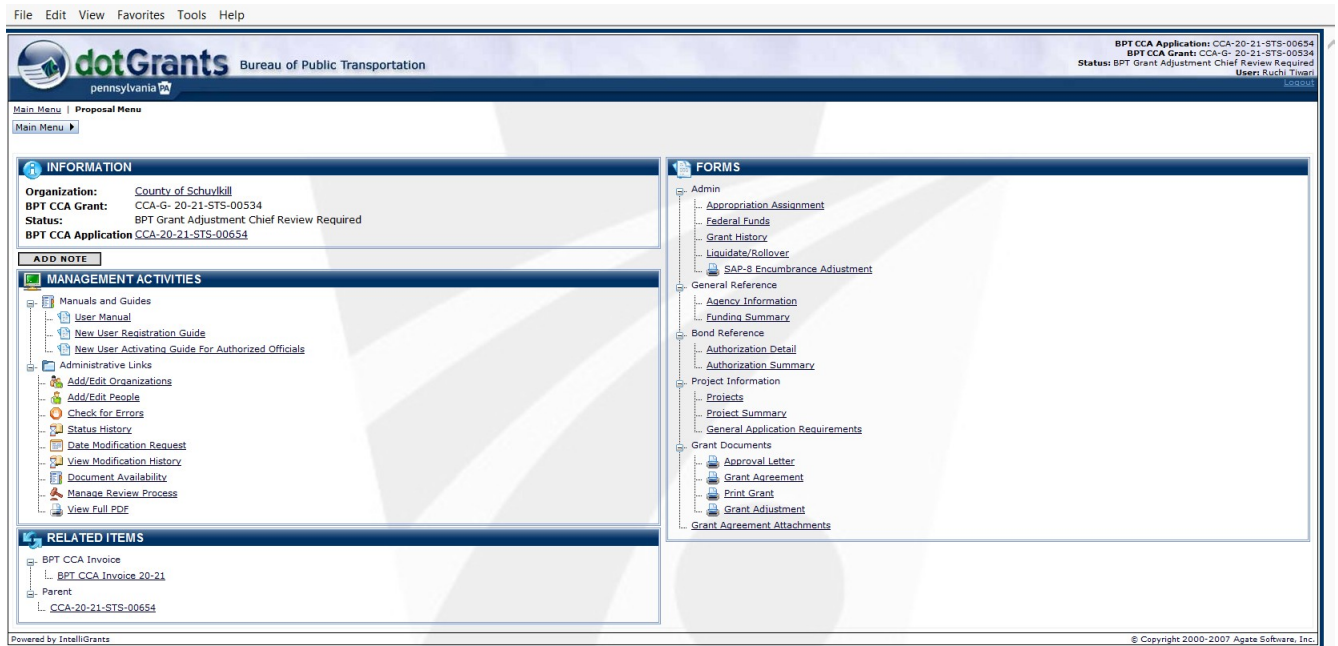
User can sign in to dotGrants application using user name and new password.



The system displays the new dotGrants home page.



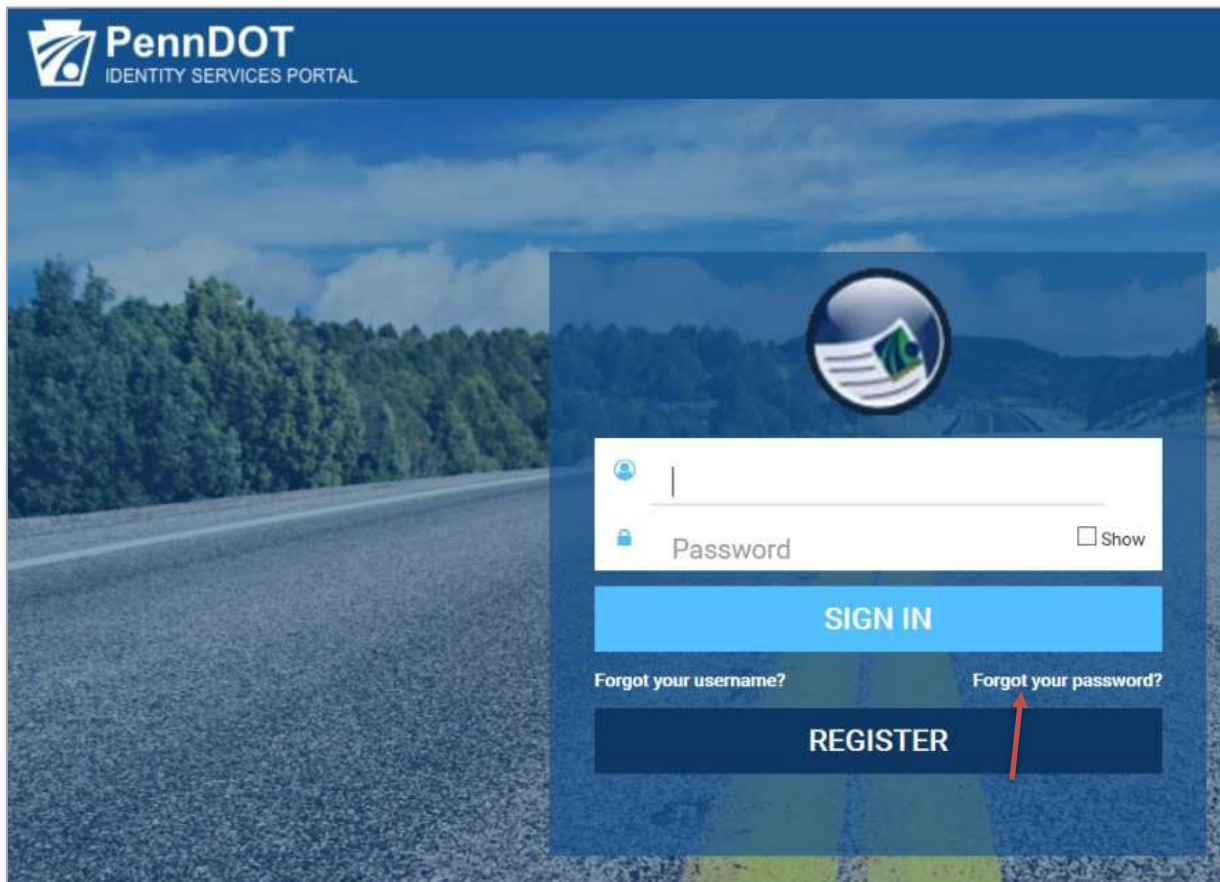
User can navigate to the old dotGrants system by clicking on Globe (as seen in the screenshot above), next to the Home icon.



4. Forgot Password

Forgot Password functionality will allow users to reset their password if they forget it, provided they have access to the email address specified for their account during the initial registration process. A password may be reset by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to reset the password - User clicks on Forgot Your Password?



User enters User ID and Email information that they specified for their account and clicks OK.



PennDOT
IDENTITY SERVICES PORTAL

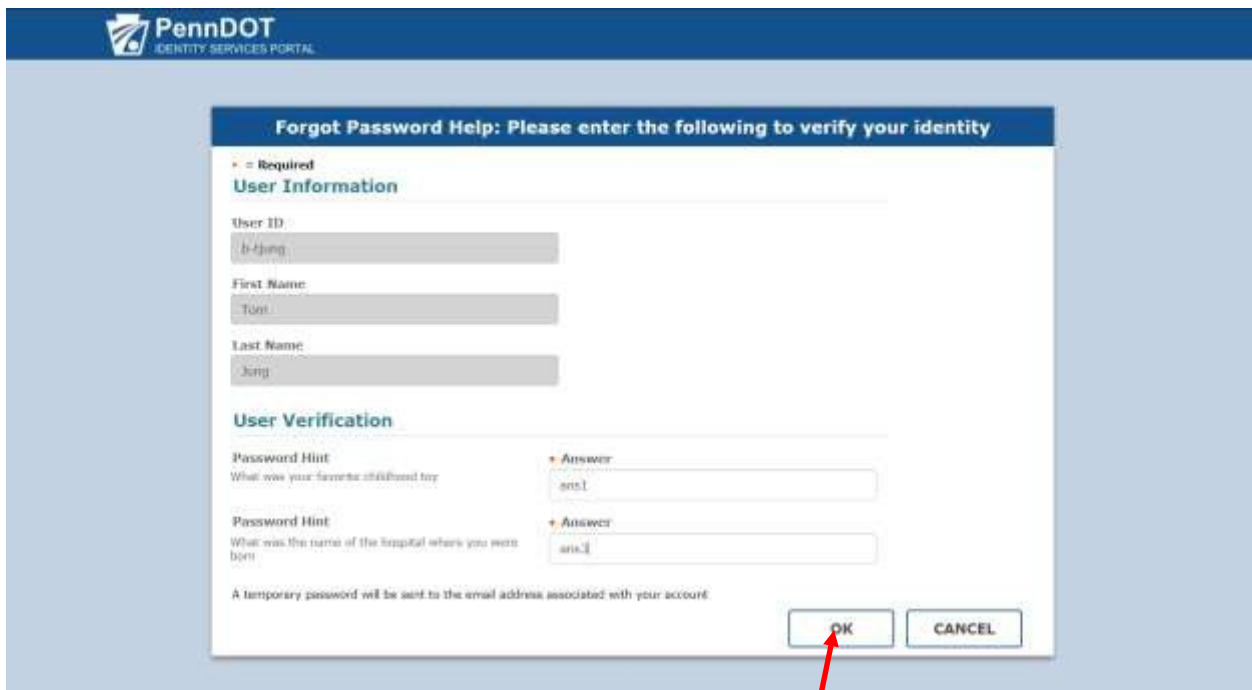
Forgot Password Help: Please enter the following to identify yourself

- * = Required
- * User ID
b-tjung
- * Email
c-suchamial@pa.gov

OK CANCEL

PennDOT | Contact Us | Release v3.3 | Web Policies
Copyright 2018 © Pennsylvania Department of Transportation. All Rights Reserved

User answers the security questions that they provided at the time of their registration process and clicks OK.



PennDOT
IDENTITY SERVICES PORTAL

Forgot Password Help: Please enter the following to verify your identity

Required

User Information

User ID
b-jung

First Name
Tom

Last Name
Jung

User Verification

Password Hint
What was your favorite childhood toy
+ Answer
ans1

Password Hint
What was the name of the hospital where you were born
+ Answer
ans1

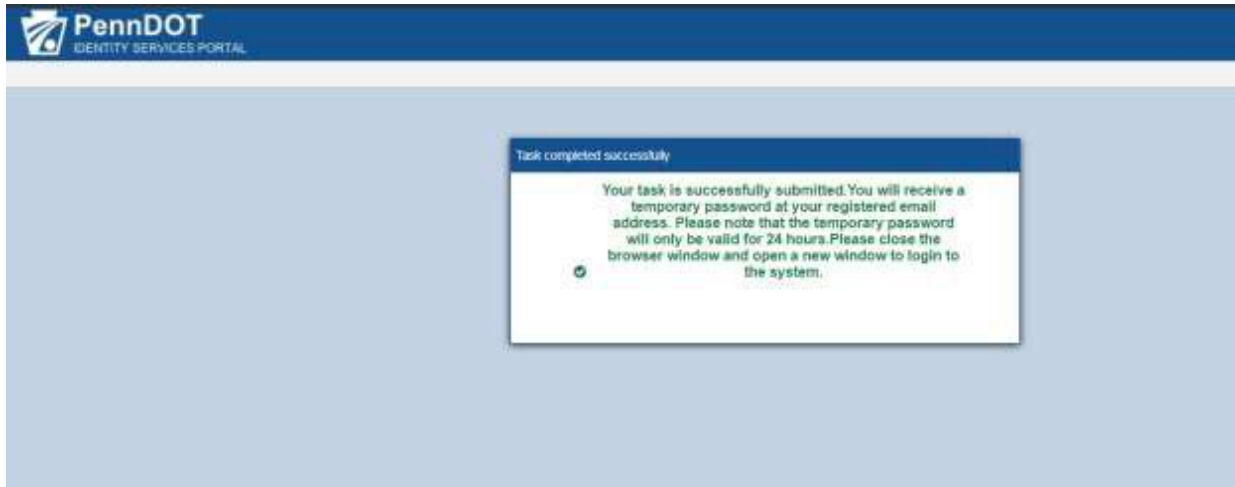
A temporary password will be sent to the email address associated with your account.

OK CANCEL

User clicks SUBMIT to initiate the password reset and an email will be sent to user's registered email address with a temporary password.



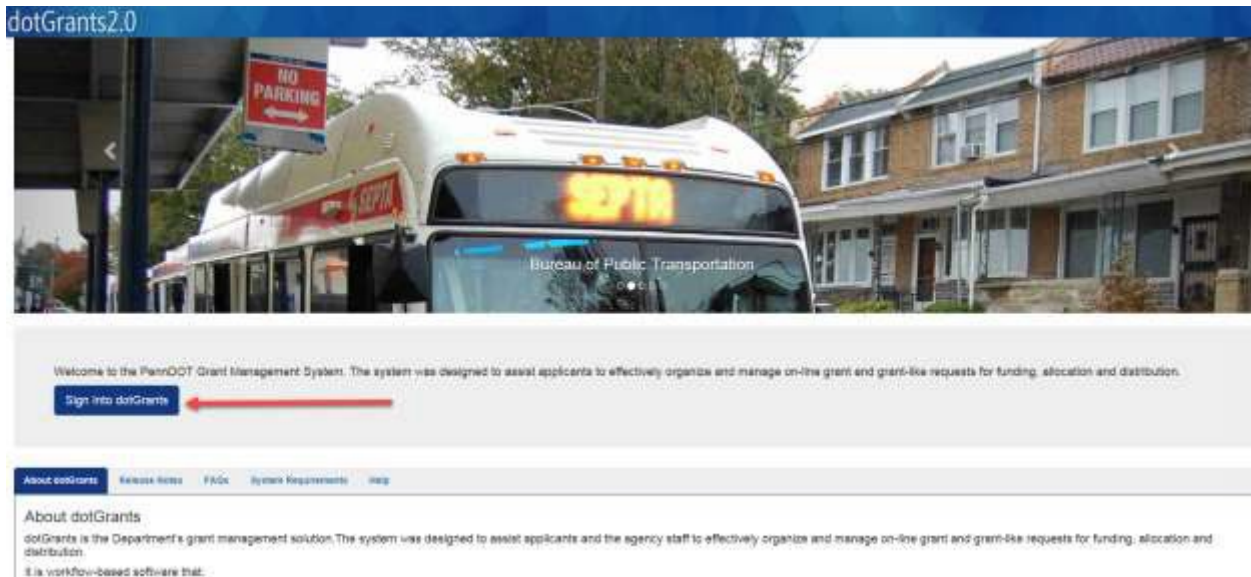
The system displays the message as shown in the below screenshot.



User receives the temporary password in the email they specified for their account.



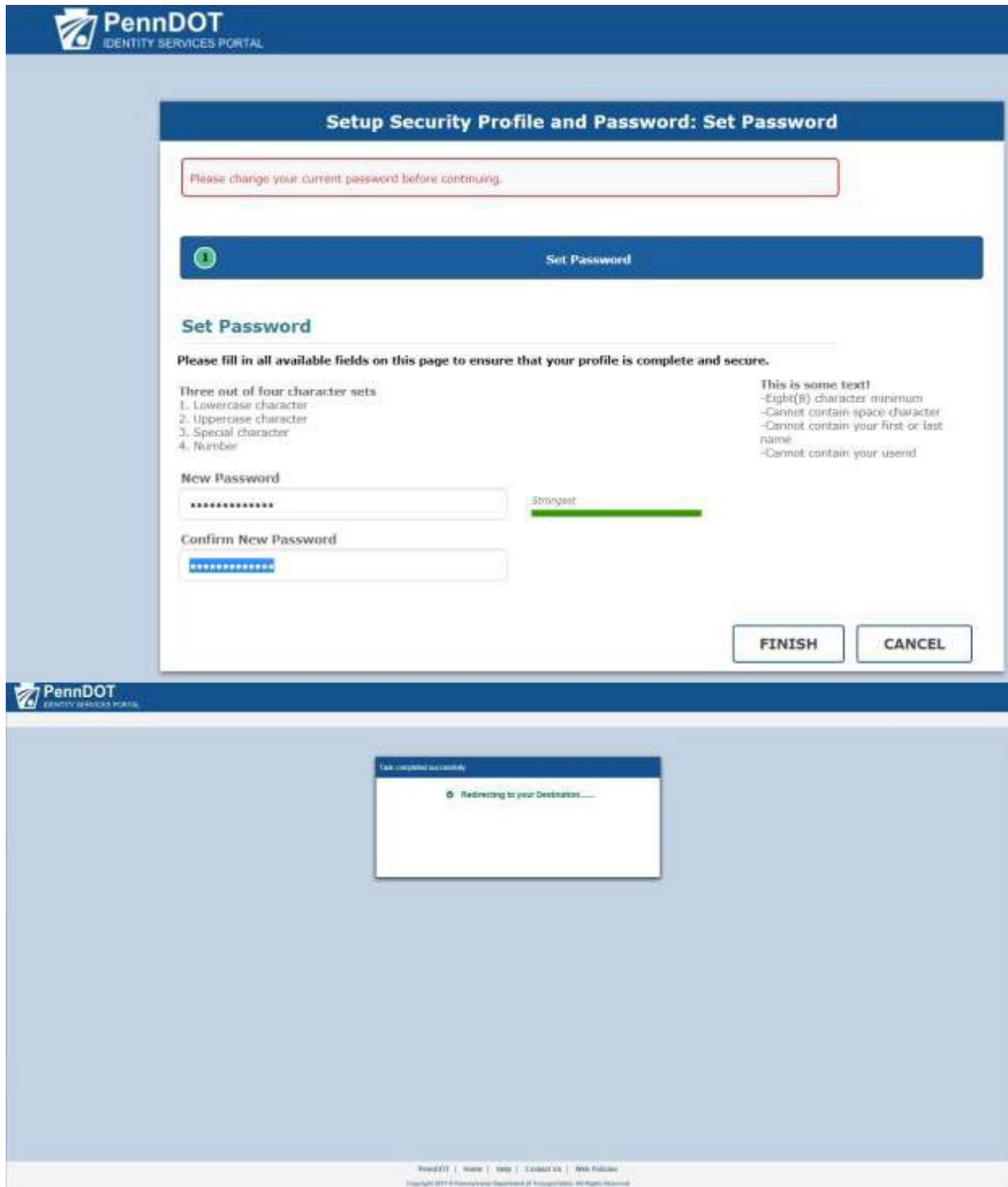
User can go to dotGrants application by clicking on “Sign Into dotGrants”.



User enters their username and temporary password and clicks SIGN IN.



User enters the new password, confirms New Password, and clicks FINISH.



Setup Security Profile and Password: Set Password

Please change your current password before continuing.

1 Set Password

Set Password

Please fill in all available fields on this page to ensure that your profile is complete and secure.

Three out of four character sets

1. Lowercase character
2. Uppercase character
3. Special character
4. Number

This is some text!

- Eight(8) character minimum
- Cannot contain space character
- Cannot contain your first or last name
- Cannot contain your userid

New Password

Confirm New Password

Strongest

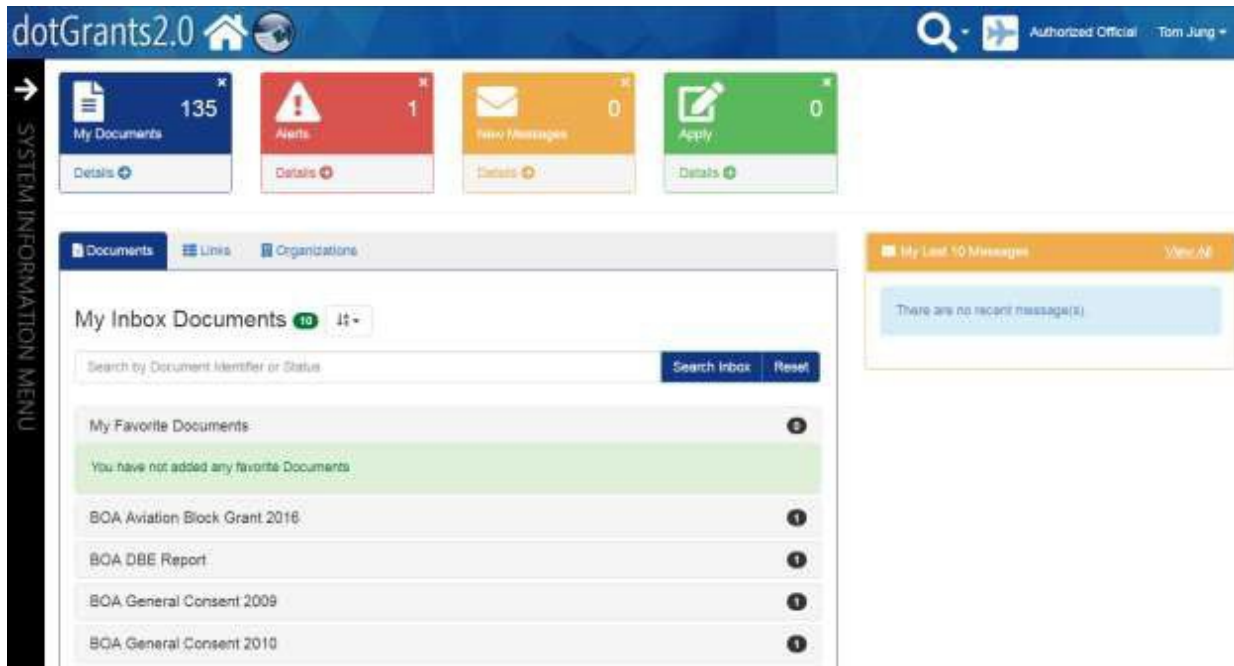
FINISH **CANCEL**

Task completed successfully

Redirecting to your Desktop...

PennDOT | Home | Help | Log Out | Web Policies
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The system redirects the user to dotGrants application.



The screenshot displays the dotGrants2.0 application interface. At the top, there is a navigation bar with the application name, a home icon, a search icon, and the user's name 'Authorized Official Tom Jung'. Below the navigation bar is a dashboard with four main widgets: 'My Documents' (135), 'Alerts' (1), 'New Messages' (0), and 'Apply' (0). A vertical 'SYSTEM INFORMATION MENU' is visible on the left side. The main content area is titled 'My Inbox Documents' and includes a search bar and a list of documents. A 'My Last 10 Messages' widget on the right shows 'There are no recent message(s)'.

Document Name	Count
My Documents	135
Alerts	1
New Messages	0
Apply	0

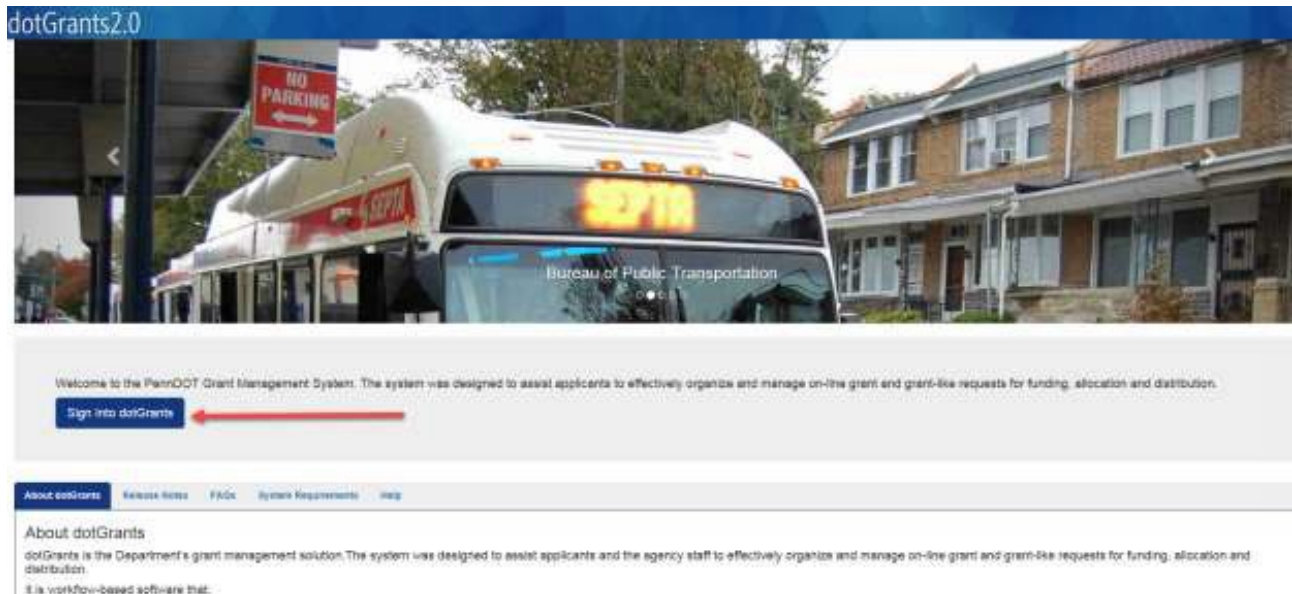
Document Name	Count
My Favorite Documents	0
BOA Aviation Block Grant 2016	1
BOA DBE Report	1
BOA General Consent 2009	1
BOA General Consent 2010	1

5. Email Address Update

Note: the login to dotGrants changed in May 2019. All PennDOT applications are transitioning to a common login platform called the IDENTITY SERVICES PORTAL that is a PennDOT-wide account, and it needs to be linked to a dotGrants account.

The dotGrants and IDENTITY SERVICES PORTAL email addresses could be different. The dotGrants email address is related to dotGrants functionality. If users update their email address in dotGrants, they need to update the email address in IDENTITY SERVICES PORTAL as well to retrieve a *forgotten password*.

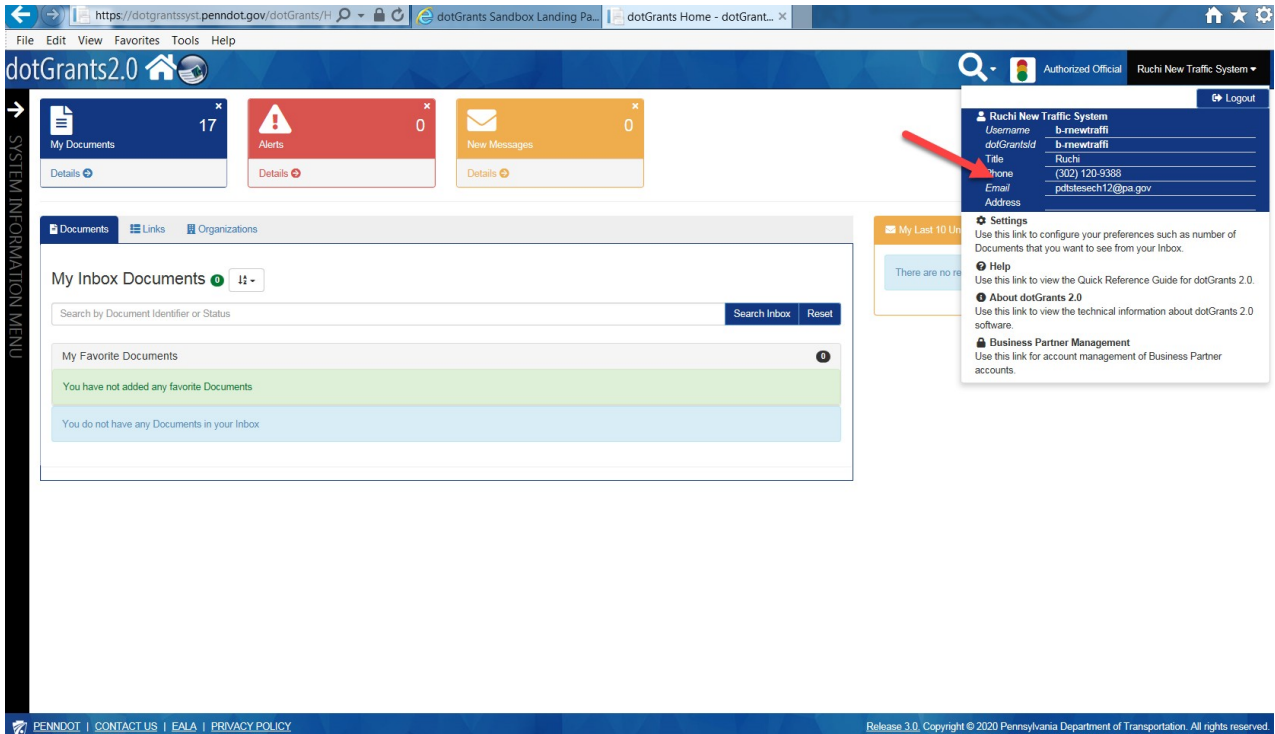
User signs into the dotGrants application by clicking on “Sign Into dotGrants.”



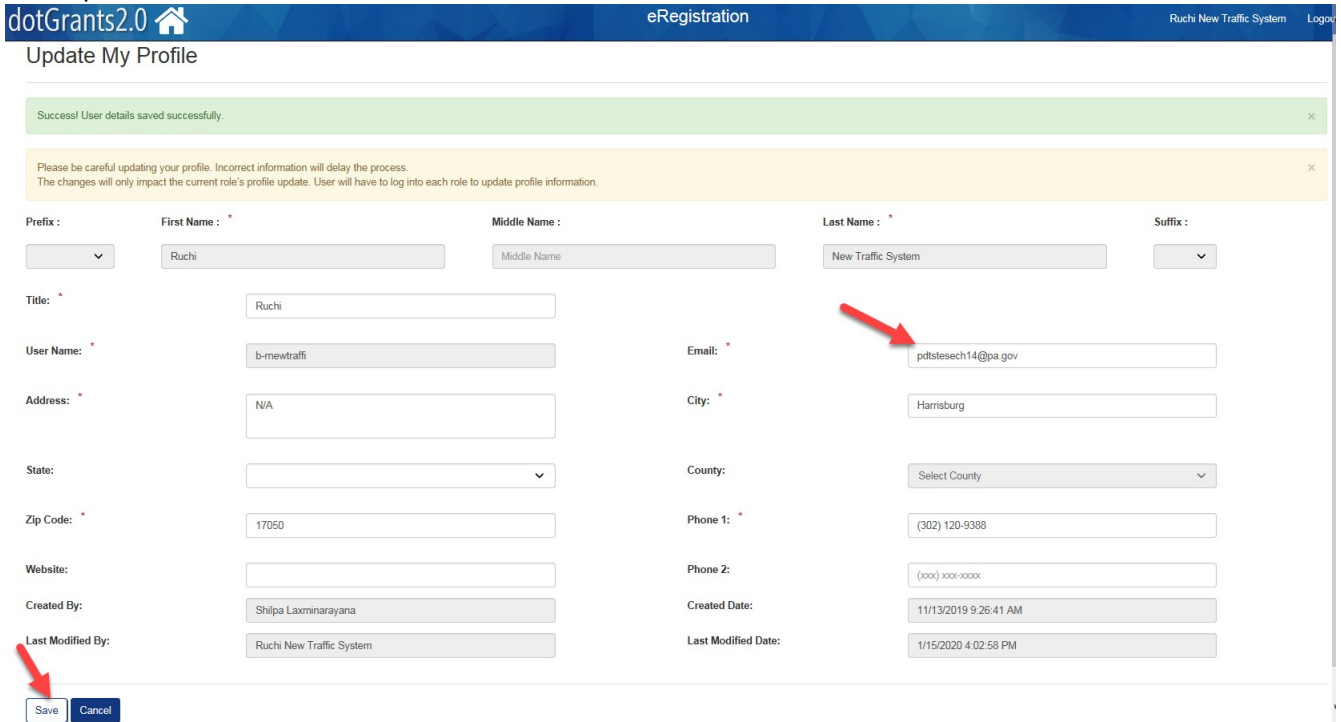
User enters their user name and password and clicks on the “Sign In” button.



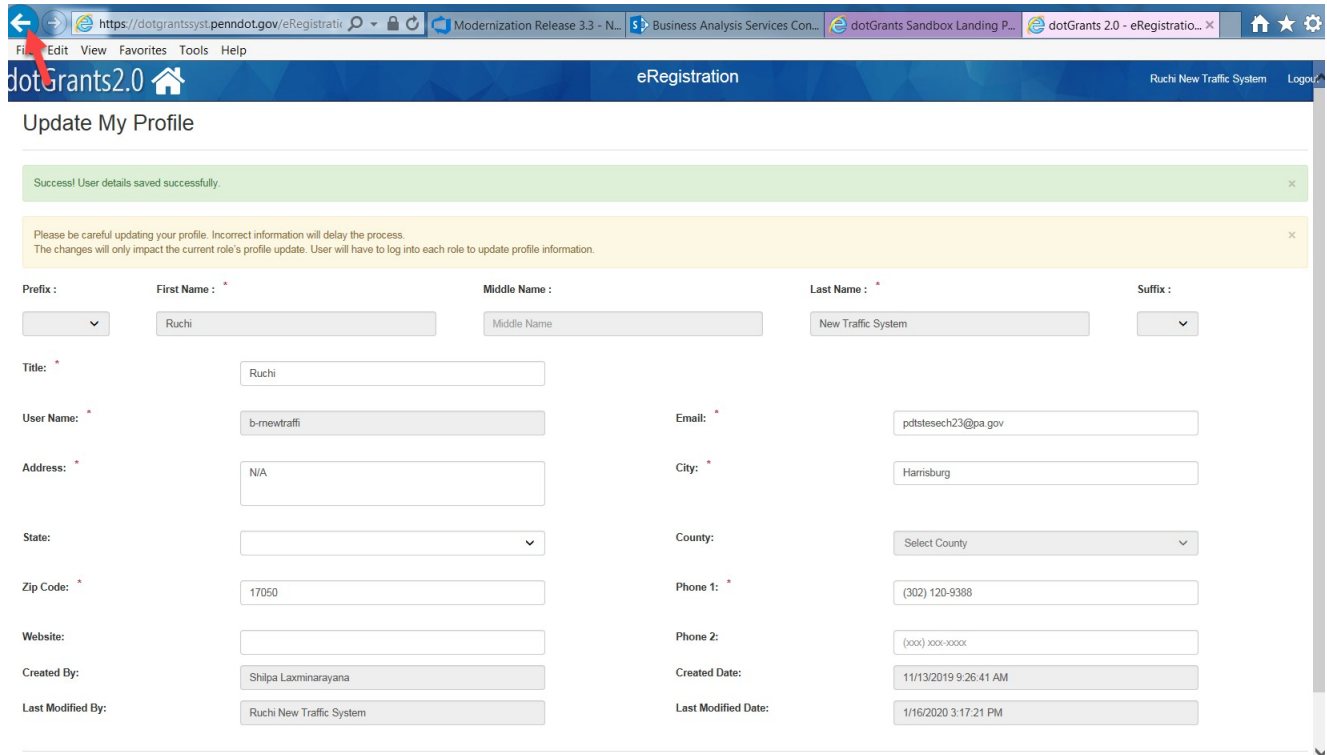
User clicks on the section as shown below and verifies all their user information in dotGrants.



User updates the email address and clicks "Save."



To update the email address in IDENTITY SERVICES PORTAL, user clicks on the *back* button as shown below.



Update My Profile

Success! User details saved successfully.

Please be careful updating your profile. Incorrect information will delay the process. The changes will only impact the current role's profile update. User will have to log into each role to update profile information.

Prefix: First Name: Middle Name: Last Name: Suffix:

Title:

User Name: Email:

Address: City:

State: County:

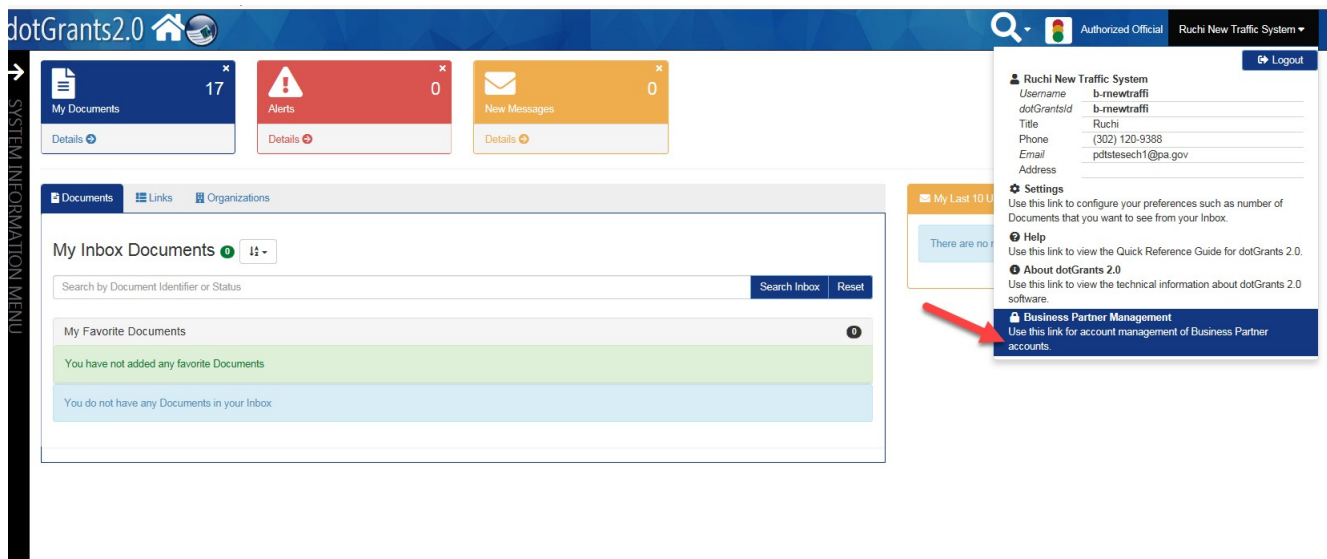
Zip Code: Phone 1:

Website: Phone 2:

Created By: Created Date:

Last Modified By: Last Modified Date:

User clicks on the Business Partner Management link to the IDENTITY SERVICES PORTAL.



dotGrants2.0

Authorized Official Ruchi New Traffic System Logout

My Documents 17 Alerts 0 New Messages 0

Documents Links Organizations

My Inbox Documents

Search by Document Identifier or Status Search Inbox Reset

My Favorite Documents 0

You have not added any favorite Documents

You do not have any Documents in your Inbox

My Last 10 U

There are no

Ruchi New Traffic System
Username: b-newtraffi
dotGrantsId: b-newtraffi
Title: Ruchi
Phone: (302) 120-9388
Email: pdtstesech1@pa.gov
Address:

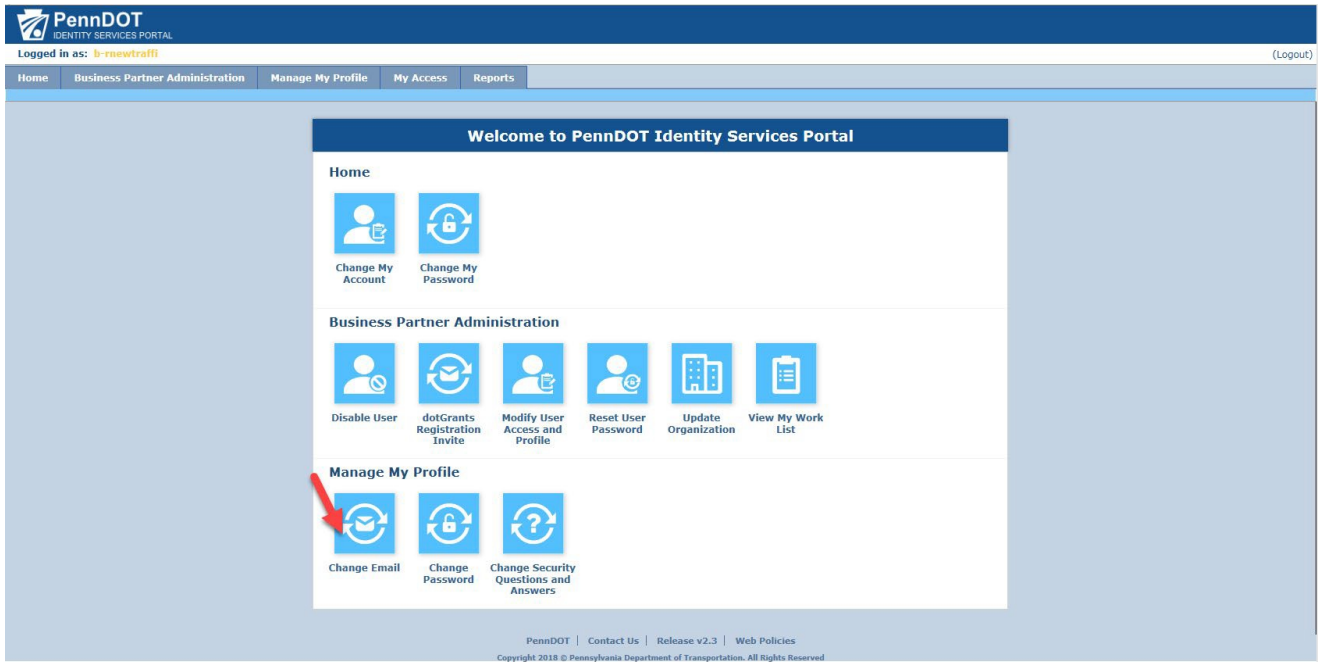
Settings
Use this link to configure your preferences such as number of Documents that you want to see from your Inbox.

Help
Use this link to view the Quick Reference Guide for dotGrants 2.0.

About dotGrants 2.0
Use this link to view the technical information about dotGrants 2.0 software.

Business Partner Management
Use this link for account management of Business Partner accounts.

The system displays the Welcome to PennDOT Identity Services Portal screen. User clicks on the “Change Email” widget as shown below.



PennDOT
IDENTITY SERVICES PORTAL

Logged in as: **lruewtraffi** (Logout)

Home Business Partner Administration Manage My Profile My Access Reports

Welcome to PennDOT Identity Services Portal

Home

- Change My Account
- Change My Password

Business Partner Administration

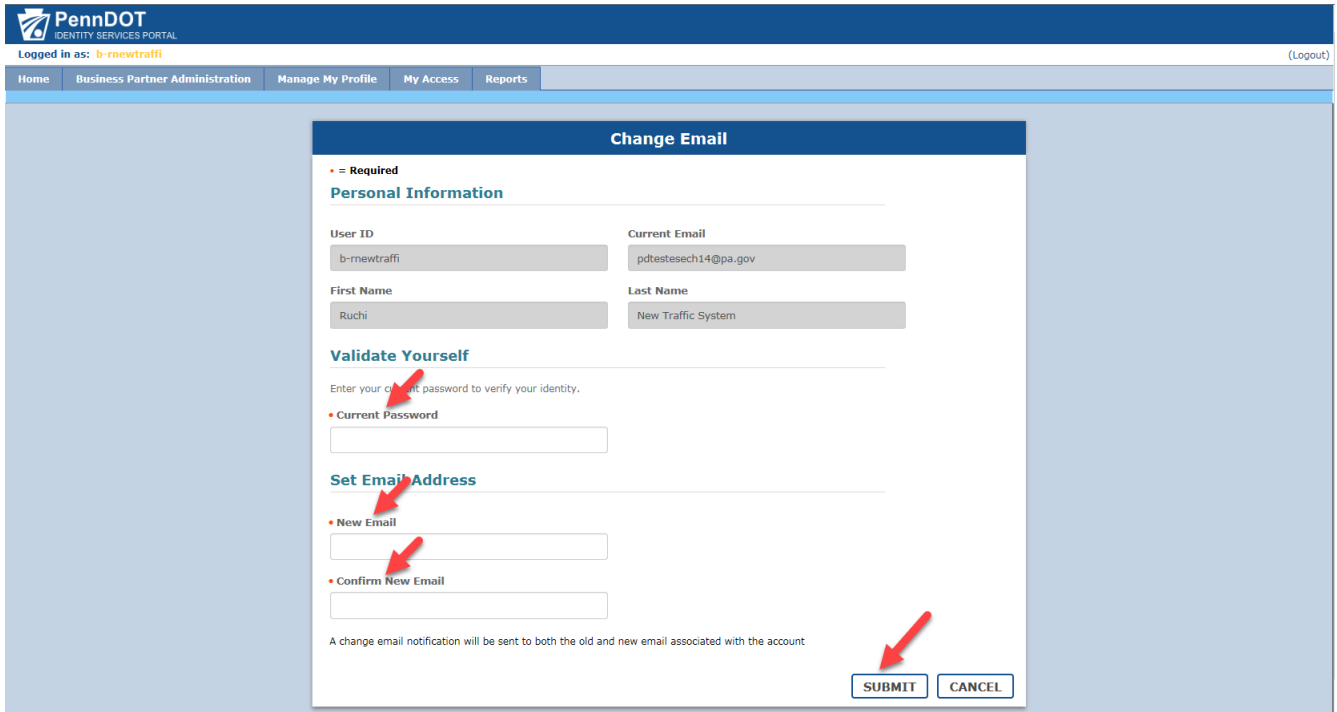
- Disable User
- dotGrants Registration Invite
- Modify User Access and Profile
- Reset User Password
- Update Organization
- View My Work List

Manage My Profile

- Change Email
- Change Password
- Change Security Questions and Answers

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User enters the current password, new email, confirms new email, and clicks on Submit.



PennDOT
IDENTITY SERVICES PORTAL

Logged in as: **b-newtraffi** (Logout)

Home Business Partner Administration Manage My Profile My Access Reports

Change Email

• = Required

Personal Information

User ID: b-newtraffi Current Email: pdtestesech14@pa.gov

First Name: Ruchi Last Name: New Traffic System

Validate Yourself

Enter your current password to verify your identity.

• Current Password:

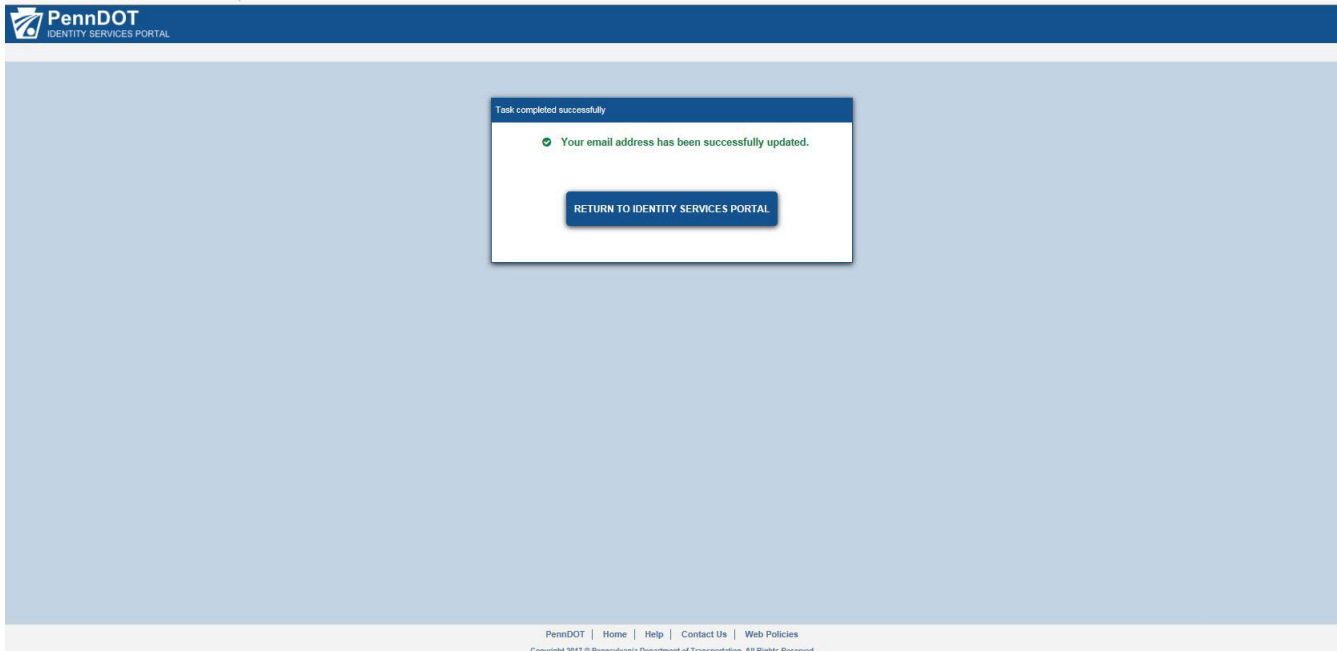
Set Email Address

• New Email:

• Confirm New Email:

A change email notification will be sent to both the old and new email associated with the account.

The system displays the message “Your email address has been successfully updated.”



Note: If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.

6. Forgot User ID

Forgot User ID functionality will allow users to retrieve their User ID if they forget it, provided they have access to the email address specified for their account. A username (User ID) may be retrieved by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to retrieve the username - User clicks on forgot your username?

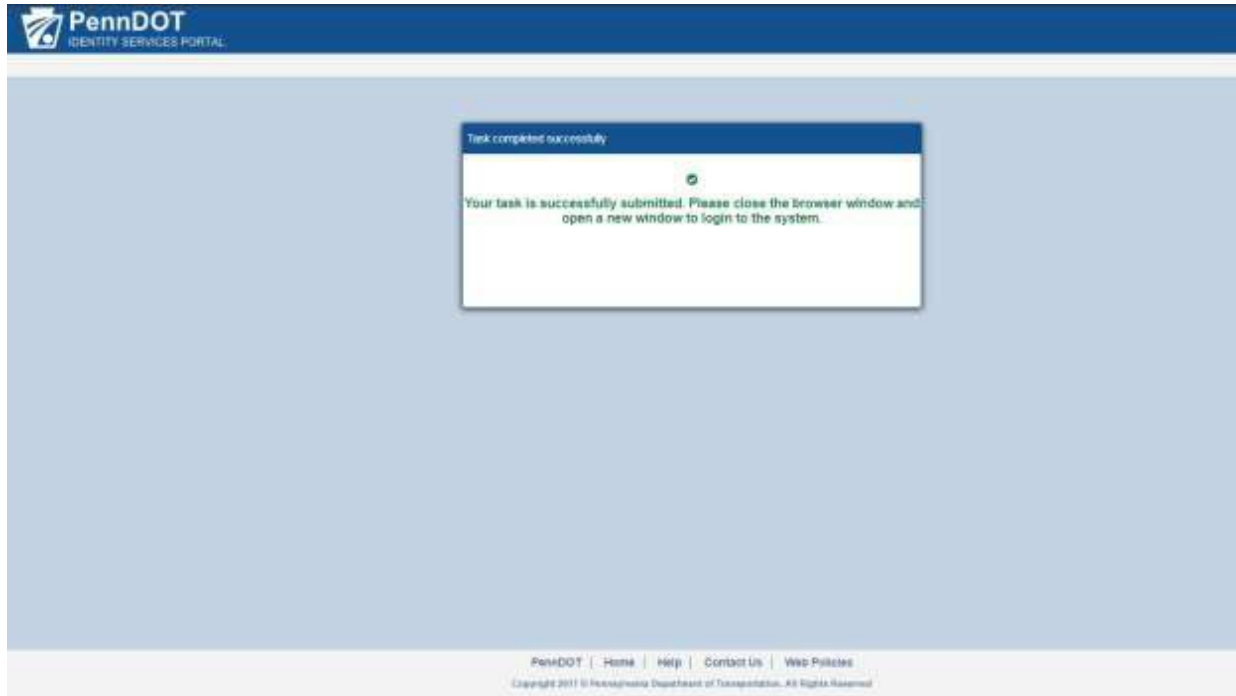


User enters their name and the e-mail address associated with their IDENTITY SERVICES PORTAL and clicks OK.

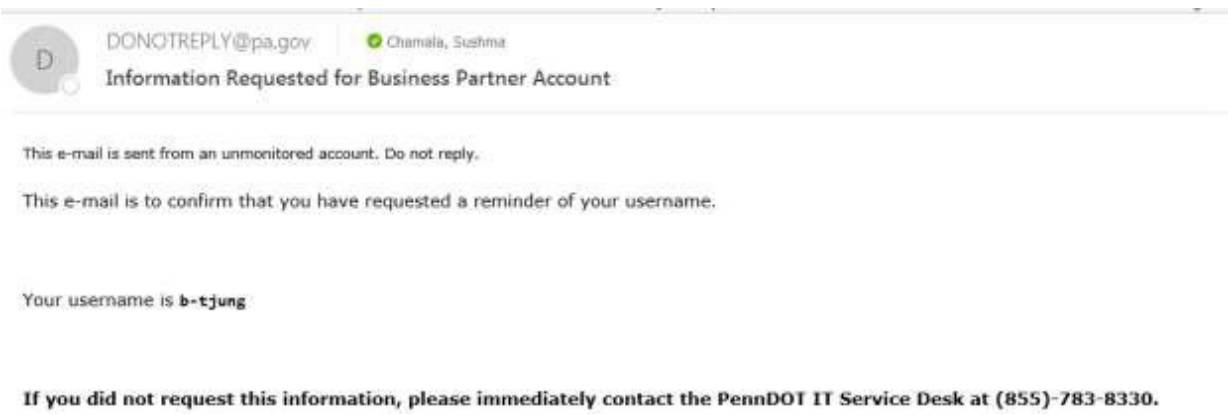


The screenshot shows the PennDOT Identity Services Portal interface. At the top left is the PennDOT logo and the text 'IDENTITY SERVICES PORTAL'. The main content area has a blue header with the text 'Forgot User ID Help: Please enter the following details'. Below this header is a form with three required fields: 'First Name' (containing 'Toon'), 'Last Name' (containing 'Jung'), and 'E-Mail' (containing 'c-sucharnal@pa.gov'). A note below the fields states 'An email will be sent to your registered email account with information about your user id.' At the bottom right of the form are two buttons: 'OK' and 'CANCEL'. At the very bottom of the page, there is a footer with the text: 'PennDOT | Contact Us | Release v2.3 | Web Policies' and 'Copyright 2018 © Pennsylvania Department of Transportation. All Rights Reserved.'

The system displays the message as shown in the below screen shot.

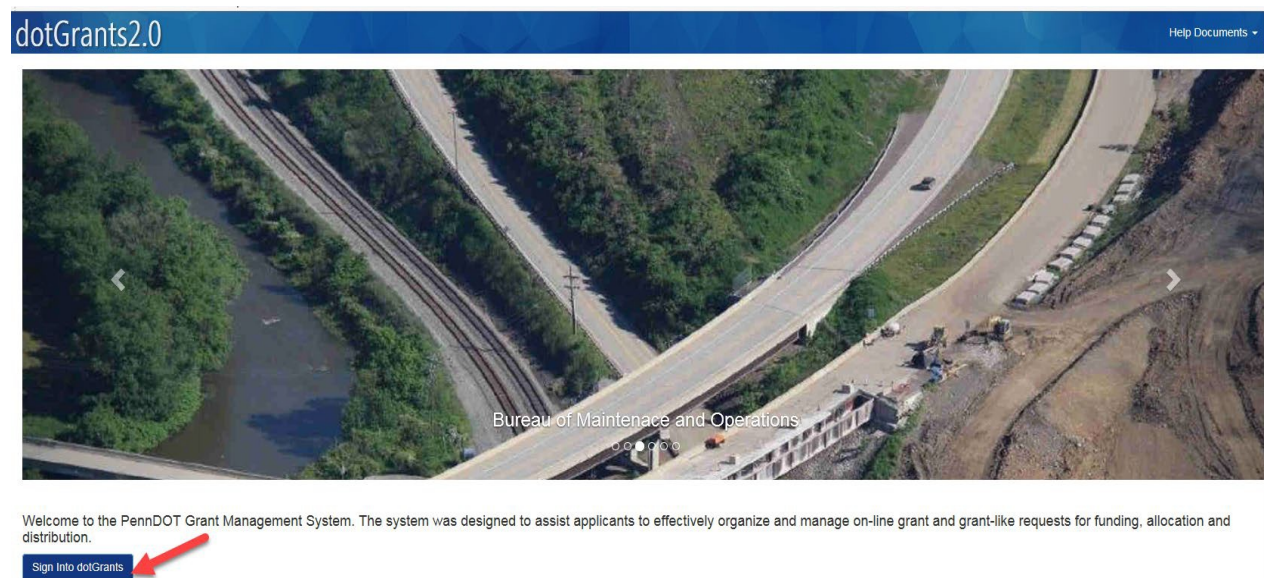


User receives their username in the email they specified for their account.

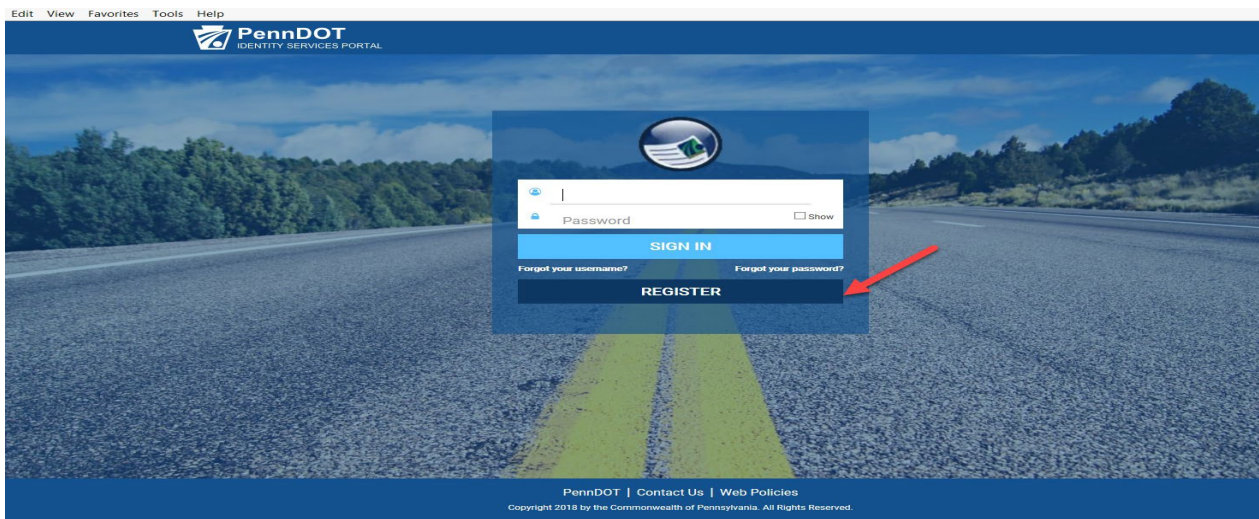


7.Existing external users requesting dotGrants Access.

Existing users with a business partner account (usually starts with b-) clicks on “Sign to dotGrants”



User clicks on “Register” button.



User selects Business Partner under “What type of user are you?” option.



Existing users should click on select “Request Access” button.

Enterprise Business Partner Registration for dotGrants: Organization Information

- 1 Organization Information
- 2 User Profile Information
- 3 Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

Are you a New Rail Freight Guest User? [Click Here](#)

New users, please provide your Organization Information to get started.

- Organization Name
- FEIN (Only numbers allowed without hyphen '-')
What is FEIN? [Click Here](#)

Redirects to login screen. Enter your existing b- account and password and click on enter.

Following access screen must be filled. Please note that all BMS Business partners need to select Business Partner – Municipal Services and rest of the bureau users' needs to select Business partner – Grantee.

Request Enterprise Business Partner Access for dotGrants: Access Request

• = Required

Profile Information

User ID

b-fmrsystone

Email

priyanka.thanuja+4@gmail.com

First Name

fmrs

Last Name

ystone

• Phone Number

646-912-1278

Position Title

Organization Role Selection

What is Delegated Administrator? [Click Here](#)

• Organizational Role

- I want access for myself.
- I want to request access as a Delegated Administrator to manage my organization.

• dotGrants Application Access

Business Partner - PA Auditor General

• Please Select Program Office

---Select---

County Liquid Fuel Programs
Municipal Liquid Fuel Programs

• Address

13712 Diesel Ln

• City

Shippensburg

• State

PA

• County

Centre

• Zip Code

17050

• Please provide access justification below for dotGrants Application

I need access to dotGrants


Remaining Characters: 473

 **SUBMIT**

CANCEL

User receives the following confirmation.

Task completed successfully

 **Your request is successfully submitted to PennDOT and is currently under review. You will be notified when the request is approved or rejected.**

LOGOUT

Once approved by PennDOT staff the following email is sent from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user

← REPLY ←← REPLY ALL → FORWARD ⌵



dotGrantsAdmin@pa.gov
Mon 12/16/2019 8:03 AM

Mark as unread

To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your contact information transferred to your user profile correctly.